

## I. INTRODUCTION

This position is located in the Agricultural Marketing Service, Livestock, and Seed Division, Meat Grading and Certification Branch. This Branch's operations are conducted on a permissive, financially self-supporting basis; which fulfills an important economic need of the livestock and meat industry by providing voluntary grading and certification services to facilitate the orderly marketing of red meats and meat products.

The incumbent serves as an assistant to meat graders by performing auxiliary work to determine compliance with the Chicago Mercantile Exchange (CME) Cattle Program. The incumbent receives on-the-job training in the technical aspects of grading and certification activities related to the program. The clerk segregates beef cattle from dairy cattle, breed types, and determines health and sex of cattle. The position is located at a area field office.

## II. DUTIES AND RESPONSIBILITIES

Under the direct supervision of experienced supervisors and meat graders the clerk:

- > Receives formal and on-the-job training in applying the CME Cattle Program.
- > Studies, maintains, and applies rules, regulations, instructions, policies and procedures governing the program.
- > Explains and defends decisions about breed types, sex, and health in compliance with the specification.
- > Corrects self-made errors.
- > Ensures specification compliance by performing sensory evaluations.
- > Maintains the animals identification in the pens and during slaughter.
- > Determines average weight of live cattle.
- > May record carcass grade factors and prepare agricultural acceptance certificates at the discretion of the supervisor.

### III. EVALUATION FACTORS

#### A. Knowledge Required by the Position

The clerk must possess the knowledge of cattle breeds, sex, health, etc.

The incumbent must display the ability to master and apply applicable regulations, procedures, techniques, and specifications.

#### B. Supervisory Controls

The supervisor or senior grader provides the assignment giving necessary detailed instructions on the methods essential in performing each phase of the work.

The clerk works in strict adherence to the rules, regulations, instructions, etc. Supervisors or senior graders are readily available to clarify instructions or circumstances which are new or unusual.

The work is closely reviewed and it may be checked while in progress and upon completion for compliance with instructions, adherence to prescribed methods and procedures, technical proficiency, and accuracy.

#### C. Guidelines

Written guidelines include regulations, specifications, and other documents. The clerk adheres closely to the guidelines and instructions.

Prior to performing work the clerk receives other task related guidance. Borderline cases and/or situations not directly covered are referred to a supervisor or senior grader for classification or determination.

#### D. Complexity

Most of the incumbents duties involve following several closely related procedures. The technical factors are relatively apparent and readily verifiable. Task variation stems primarily from the particular type of grading or certification work performed.

#### E. Scope and Effect

The work involves following specific rules, procedures, etc. The incumbent determines breed and other factors required by the specification under the close supervision of an experienced grader or supervisor. Determinations of product specification compliance affect the product's market value

and consequently, the economic interests of producers, processors, wholesalers, and in some cases, governmental agencies or institutions.

*F.*     Personal Contacts

Contacts include Agricultural Commodity Graders, meat grading supervisors, meat inspectors, other Federal and State governmental employees, consumers, and industry personnel.

*G.*     Purpose of Contacts

Contacts with industry employees are primarily for the purpose of coordinating the clerk duties with plant activities. Minor difficulties may be resolved by the clerk, but most questions and problems are referred to a senior grader for resolution.

*H.*     Physical Demands

The work involves prolonged periods of standing, walking, stooping, bending, and climbing; physical coordination and finger dexterity; ability to detect abnormalities in commodities through normal or corrected vision in at least one eye for distance, depth perception, and color; the ability to assure safety in a highly mechanized and/or noisy environment through adequate or correctable hearing; and the ability to determine product compliance through sensory perception.

*I.*     Work Environment

The work environment temperatures may vary including exposure to temperatures ranges from (0-100 degrees Fahrenheit), and occasional exposure for to sub-zero temperatures; the high noise levels of industrial processing equipment; the risks of fork-lifts, meat hooks and/or meat products and other items moving or falling; slippery floors and stairs; and the risks of cutting and sawing equipment.